

DDA 77-0391

28 JAN 1977

MEMORANDUM FOR: Acting Director of Central Intelligence  
FROM : John F. Blake  
Deputy Director for Administration  
SUBJECT : Equal Employment Opportunity Quarterly  
Status Report

This memorandum is in response to your request for a report at the end of each quarter on the status of the Directorate of Administration Equal Employment Opportunity (EEO) program. The following includes an evaluation of DDA EEO program progress for the preceding quarter:

a. Hiring of Minority Citizens

Operating within the guidelines that the DDCI has approved, we have submitted updated recruitment criteria to the Agency's Minority Employment Coordinator in an effort to assist the Office of Personnel in the selection of qualified applicant files to be reviewed for possible hire within the Directorate.

During the preceding quarter we entered on duty nine (9) minority citizens, and we placed eleven (11) in employment processing. Efforts to hire qualified minority applicants will be improved and expanded as feasible in future reporting cycles.

b. The Development of Female Employees and Managers

We are realizing some progress in the development of female employees and managers, but have yet to reach the plateau where we may relax our efforts. Training, promotions, and rotational assignments of female employees are continually being monitored and, in most instances, the goals established in these areas are being met.

External training, such as, the Agency's Off Campus Educational Program, continues to be one of our significant contributions to the development of women. Therefore, this program is continually monitored to ensure appropriate enrollment of qualified female employees.

Internal training, however, receives the strongest Directorate-wide emphasis. The DDA can be justly proud of its overall efforts and encourages its female employees to enroll in general and special training courses. Increased emphasis has been placed on enrolling female employees in more senior management-type training. The proportion of DDA women in such courses as the Senior Seminar, Mid-career, and Managerial Grid is increasing steadily. The following reflects the courses taken and female students attending during the preceding quarter:

<u>COURSES</u>	<u>STUDENTS</u>
Advanced Intelligence Seminar	1
Career Counseling	2
Fundamentals of Supervision and Management	2
Information Science for Managers I	1
Management by Objectives	1
Managerial Grid	4
Mid-career	1
Supervisory Skills	10

c. Full Utilization of Skills and Talents

We are considering the necessary procedures to develop a formal program (FUST) which will enable us to fully utilize the skills and talents of all DDA careerists. 1 March 1977 is the target date identified to establish the program.

d. An Assessment of Managerial Performance in Human Resource Management

As you know, the Civil Service Commission (CSC) forwarded a draft of FPM Letter #713, subject: Evaluating Supervisory EEO Performance, to CIA on 17 August 1976 in which the Agency has generally concurred. In view of the importance of the draft, I have asked Office Directors to remind their division and staff chiefs as to the emphasis management places on the vital responsibilities supervisors must assume in EEO performance, training, and evaluation of their subordinate supervisors.

*John F. Blake*  
John F. Blake

STATINTL

DDA/EEO [REDACTED] dc (21 Jan 77)

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